

Assistant Director of Media & Advertising

DESCRIPTION

The Assistant Director of Media & Advertising is responsible for assisting the Director of Media & Advertising in overseeing all outreach and advertising between the Trek for Teens Foundation and its members, its volunteers, and the greater public. The Assistant Director of Media & Advertising will schedule and attend regular meetings with regional Trek for Teens team members to learn of event progression and planning. They will work alongside the Director of Media & Advertising in the creating and updating of documents for internal and external use, maintenance and coordination of volunteers such as graphic designers, event photographers/videographers, and the Social Media & Website Coordinator. They will also help create and post advertisements to social media and volunteer platforms and maintain relationships with media contacts through the use of such files as press releases. The Assistant Director of Media & Advertising will work with the different Trek for Teens regions to ensure outreach is consistent, accurate, and professional. Through this position, the candidate will truly be able to help the greater community while gaining knowledge about youth homelessness and skills in media, advertising, outreach, and volunteer coordination.

RESPONSIBILITIES

- Attend regular meetings
- Support the Director of Media & Advertising coordinate in all aspects of advertising
- Facilitate involvement for local participants and volunteers
- Adhere to scheduled updates and requirements

QUALIFICATIONS

- Dedication to the cause of youth homelessness
- An interest in leadership and media
- Good organizational skills and strong commitment

APPLY NOW

Send your **resume** and **cover letter** to our Director of Human Resources.

SUBJECT LINE

Application: {{Position Title}} - Firstname Lastname

EMAIL hr@trekforteens.com